

**TITLE OF GROU OF CLASSES:      HIGHWAY MAINTENANCE  
SUPERINTENDENT**

**TITLE OF CLASSES IN GROUP**

**ROADS  
TRAFFIC  
BRIDGE  
LANDSCAPE**

**Class Code:**

**02232301  
02232302  
02232303  
02232304**

**Pay Grade: 25A  
EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct and be responsible for the work of a staff engaged in a highway maintenance program as indicated in the title of the class; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who lays out and assigns the maintenance program to be followed; work is checked through reviews of written reports, field inspections, and conferences.

**SUPERVISION EXERCISED:** Makes specific assignments to subordinates; checks on their work through review of written reports and field inspections.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct and be responsible for the work of a staff engaged in a highway maintenance program indicated in the title of the class:

**Road Maintenance Program:** In an assigned sub-state district, to be responsible for all maintenance assignments such as road patching and oiling roads, filling road cracks, cleaning and repairing drains, installing new drainage features, removing snow and sanding ice; to inspect, frequently, all state roads in an assigned area noting repair and maintenance work that must be done on road surfaces, shoulders, drainage systems, guardrails or other roadway features; to contact property owners regarding requests or protests entered by them in regard to drainage improvements, curbing removal or other road maintenance problems affecting adjacent landowners, and to make reports thereon to a superior; or

**Traffic Maintenance Program:** To be responsible for the maintenance of all traffic control devices within the state highway system; to supervise such assignments as installing and maintaining traffic signals, signs, striping and other pavement markings; to inspect, frequently, all traffic control devices within the state highway system noting all repair and maintenance work to be done; to inspect all installations, maintenance and repair performed by subordinates; to actively supervise and schedule the work flow through the carpentry, sign, sign erecting and traffic line painting units; or

**Bridge Maintenance Program:** To supervise and participate in the layout of all operations incidental to the repair, alteration, adjustment and replacement of highway bridges; to lay out, from plans, sketches and written or verbal instructions, work involving the fabrication and assembly of steel and other constructing materials; to use common engineering instruments such as a transit, level and measuring devices; to route and undertake work with regard to urgency; to direct and supervise groups of subordinates engaged in: removing or replacing bridge timbers, flooring and handrails; driving and removing rivets; building cofferdams and scaffolding; erecting form work and concrete; painting bridges; digging test pits; making foundation excavations; and obtaining wash and core boring data; to inspect bridge work; to recognize and report defects noted in the field; to maintain records of work performed; and to estimate materials and tool requirements and keep records of their use and disposal; or

**Landscape Program:** To supervise roadside and landscape maintenance activities in the state highway system; to plan, coordinate and supervise the work of technicians and crews engaged in a highway beautification maintenance program and in roadside development; to recommend landscape improvements on existing roads such as slope coverages and roadside plantings; to plan and supervise the spreading of fertilizer, lime and other

chemicals over selected areas, the shearing and pruning of evergreens and trees, and the clearing of brush and trees as needed; to be responsible for the preservation and/or removal of trees on state property; to recommend programs for the maintenance of already established roadside development; to inspect and review work done by technicians and crews engaged in litter cleaning, weed control, spraying for plant disease and poison ivy control, and other highway beautification and roadside projects; to plan the work of crews making improvements on existing roadways; to confer frequently with subordinate supervisors and inspectors; to review time sheets and requisitions for activities; to maintain a perpetual inventory control record of all tools, chemicals, equipment and other state property assigned for use in landscape maintenance.

To be responsible for a preventive maintenance program for tools and motorized equipment issued for use in the district or maintenance program.

To be responsible for handling emergency situations which include, but are not limited to, deicing operations, oil spills, highway defects, or other situation, which might have immediate impact on the safety of the public.

To prepare and maintain records concerning work performed and personnel time spent on each maintenance project.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices, methods, materials, and equipment used in a maintenance program indicated in the title of the class and the ability to apply such principles, practices and methods; the ability to inspect and evaluate the conditions of roads and to plan and execute repair and maintenance projects; the ability to keep time records and prepare reports; the ability to layout, supervise and review the work of a large group of skilled and unskilled workers; the ability to follow oral and written instructions; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a community college; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity in a highway maintenance program as indicated by the title in the class.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03